



MEMORANDUM

September 24, 2007

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TO: NCAA Division I Head Men's and Women's Swimming Coaches.

FROM: R. Wayne Burrow
Director of Championships.

SUBJECT: NEW PROCEDURES – Swimming Times Database and
Championships Entries.

[Please Note: Items in bold, blue underlined text are links to important documents. Please be sure to click each link to view these documents/forms.]

The NCAA is excited to announce a new project in conjunction with USA Swimming. The times database partnership project will provide an ongoing listing of top times of NCAA Division I student-athlete swimming performances. The project involves using the USA Swimming system (SWIMS – membership and times database) to track NCAA Division I men's and women's top performance times. Only times collected using this system will be used for entries to the NCAA Division I Men's and Women's Swimming and Diving Championships. NCAA Division I institutions will use the USA Swimming Online Meet Entry (OME) system for entering student-athletes into the championships.

USA Swimming will maintain the "official" team rosters for all Division I men's and women's swimming programs. During the season, USA Swimming will collect all competition results for all Division I competitions. USA Swimming will provide the NCAA with public, Internet-based searches so that performance data will be available for review. Once the qualifying period ends, USA Swimming will present the data from its OME system (with "official" team rosters and each team's top times) to the NCAA Division I Men's and Women's Swimming and Diving Committee for entries into national championships.

Team Information Forms. Each institution will be required to complete the team information form and return it electronically **by October 9**. Team information must be submitted electronically to ncaa@usaswimming.org. Men's teams click [**MEN'S Team Information Form**](#). Women's teams click [**WOMEN'S Team Information Form**](#).

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Team Rosters. Each institution also will be required to submit their “official” team roster by **October 18**. The **preferred** method for submitting the roster is by using **Hy-Tek team manager software**. Please see **[Hy-Tek Instruction Text for details](#)**. Teams that have the Hy-Tek software **must** use that system. If your institution does NOT have this program, you may use the **[Excel form](#)** to complete your team roster and e-mail it to ncaa@usaswimming.org. Updates to team rosters need to be submitted by e-mail as soon as they occur.

Meet Results. The objective of this program is that all NCAA Division I times will be tracked. **It will be the responsibility of the HOST team to submit meet results within 48 hours after the completion of a competition to the email account. The host team may have their times nullified if their meet results are not received within the 48 hours time period.** Results will be processed daily. Each Wednesday, the latest top-times list will be posted to the USA Swimming Web site (www.usaswimming.org) and the NCAA Web site (www.ncaasports.com). Coaches will have 48 hours to contest any times. Each Friday, the “official” list will be reposted. The process will continue throughout the season.

The official roster for all Division I schools will be available online and can be accessed by the host institution for its use when entering student-athletes into its meet management system. Rosters will be available at www.usaswimming.org/ncaa. Also available online is the **[official teams list](#)**. This is an alphabetical listing of all Division I schools and includes the long name, short name, and team code for each institution. This is a resource for your use when using the Hy-Tek system.

Championships Entries. Entries will be done online for the 2008 championships. ONLY best times that are in the data base will be used for entry into the championships. Information about the new online meet entry system will be sent to you in December.

Please contact me if you have any questions. If you have specific questions about submitting information, you can contact the data processors at USA Swimming, Larry Herr (719/866-3562, lherr@usaswimming.org); Susan Woessner (719/332-0184, swoessner@usaswimming.org) or Chelsey Walden (719/866-3589, cwalden@usaswimming.org).

RWB:kss

Attachments

cc: Selected NCAA Division I Sports Information Directors